



United States Department of the Interior
NATIONAL PARK SERVICE

Katmai National Park and Preserve
P.O. Box 7
King Salmon, AK 99613

RECRUITMENT BULLETIN: **KATM-15-08**
ISSUE DATE: **February 25, 2015**
CLOSING DATE: **March 11, 2015**

***JOBS AVAILABLE THROUGH THE ALASKA LOCAL HIRE PROGRAM--
PUBLIC LAW 96-487***

Katmai National Park and Preserve is accepting applications for full-time temporary maintenance positions. More than one position may be filled from this bulletin.

POSITION
Laborer, WG-3502-03
\$19.96 per hour

DUTY LOCATION
King Salmon, AK
Brooks Camp, AK

APPOINTMENT INFORMATION: Temporary, full-time, approximately April to October. The appointment may be extended for an additional period (not to exceed 1040 hours total employment). Persons selected may be eligible for rehire in future years. Schedule may involve weekend work or performance of duties before or after "normal" working hours. Must be at least 18 years of age.

BENEFITS: Paid holidays, annual and sick leave, health insurance options.

DUTIES:

The incumbent performs a variety of maintenance activities that may include, but is not limited to, grounds maintenance such as raking, litter pickup, mowing lawns, cutting brush and trees, using hand and power tools, digging ditches or pits; janitorial duties; moving lumber, cement, appliances, furniture or other heavy or awkward items; collecting, sorting, and burning solid wastes; cleaning sewer lines and manholes; and filling and leveling holes in damaged roads and trails. May also be required to travel and work in various backcountry locations throughout the park with duties related to site maintenance, painting and carpentry work. Performs other miscellaneous tasks as needed.

Person(s) selected will be expected to work full-time for the duration of the appointment. Short periods of leave may be granted on an irregular basis, subject to workload and other reasons. Requests for long periods of leave may be denied due to the short season to accomplish the work.

ELIGIBILITY TO APPLY: Any U.S. citizen who has acquired special knowledge or expertise regarding the natural or cultural resources of Katmai National Park and Preserve, by reason of having either lived or worked in or near the park. This level of knowledge would be acquired by having lived or worked in or near the park for at least 12 months, to include all four seasons. Short seasonal residency is not qualifying as this would not provide the level of knowledge or expertise that is gained through experiencing the range of climactic conditions and associated impacts on the resources.

Areas considered "near" Katmai National Park and Preserve are: the Federal Subsistence Areas of Unit 17C, as well as Unit 9A, 9B, 9C, and 9E, to include the communities of Naknek, King Salmon, Dillingham, Clarks Point, Ekwok, South Naknek, Koliganek, Port Alsworth, Nondalton, Pedro Bay, Iliamna, Newhalen, Kokhanok, Igiugig, Levelock, Egegik, Pilot Point, Ugashik, Port Heiden, Chignik, Chignik Lagoon, Chignik

QUALIFICATION REQUIREMENTS:

Qualifications will be determined by evaluating your experience performing the duties described in this job posting and in the Knowledge, Skills, and Abilities listed below. All qualification requirements must be met by the closing date of this job posting. Please note that you will not be contacted for further information to determine whether you meet the qualification requirements; therefore it is critical for your resume to clearly show the duties and responsibilities for each position you list on your resume, as well as the starting and ending dates of employment (month/year), and the number of hours worked per week.

KNOWLEDGE, SKILLS, AND ABILITIES:

The answers to the following questions will help us to evaluate your qualifications to perform the duties of this position. Please note that only qualified applicants will be referred. It is important to provide detailed information about your experience, particularly in the following Knowledge, Skills and Abilities (KSAs). Describe experience (paid or unpaid), education, training, awards and self-development that show your level of experience related to each KSA.

1. Ability to perform the work of a Laborer without more than normal supervision. (Screen-out)
2. Ability to perform light maintenance and janitorial services.
3. Ability to perform grounds maintenance.
4. Ability to safely use a variety of power and hand tools.
5. Skill in performing strenuous laboring work in a safe manner.

CONDITIONS OF EMPLOYMENT:

- Favorable suitability background investigation. Results of the investigation must be adjudicated **prior** to employment.
- Federal employees are required to utilize Direct Deposit (EFT), for their Federal Salary checks.
- Wearing of the NPS uniform is required. A uniform allotment will be provided to assist with costs.
- These positions may work a variety of schedules, which may include evening and/or weekend work.
- Employees required to live seasonally in remote locations of the Park will be subject to travel restrictions. Employees are expected to be able to live in close proximity and get along with people of diverse backgrounds and ideas.
- Government housing may be available for rent.
- Work is often performed outdoors and often under adverse weather conditions.
- Work requires frequent bending, lifting, stooping, walking, standing, climbing, and working in cramped positions.
- Valid state driver's license is required.
- Drug testing is required.
- Opportunities for overtime may be available based on current work load requirements.
- All food and supplies must be mail ordered or brought with you.
- There is limited internet access, limited mail delivery, and no telephone access to Brooks Camp.

VETERAN'S PREFERENCE: All applicants claiming Veterans Preference **MUST** submit a copy of their DD-214, Military Discharge". In addition, those claiming 10-point veteran's preference **MUST** submit a copy of an SF-15, "Claim for 10 Points Veterans Preference", and the verifying documentation listed on the back of the SF-15 such as a copy of the latest Veterans Administration disability certification. To

obtain further information about veteran's preference, refer to www.opm.gov/veterans/html/vetguide. You will not receive veteran's preference if you do not provide this documentation.

HOW TO APPLY:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY! Incomplete applications may result in non-referral of your application. Assistance and forms may be obtained from the park office at the address above or by calling 907-246-3305. **The SF-15 may be obtained through the Internet at www.opm.gov/forms.**

All applications must be postmarked or received in this office by the closing date of the announcement. If your application package is postmarked on the closing date it must be received in this office no later than 7 calendar days after the closing date. Hand delivered applications must be received by close of business on the closing date.

Mail or deliver the following required forms to Park Headquarters, Katmai National Park and Preserve
P.O. Box 7, King Salmon, AK 99613:

- Resume that provides detailed information about your work experience. Also include the dates worked (for example, June 2009 through August 2010), work schedule (for example, 40 hours per week); the position title; and employer name for each period of employment.
- Answers to the Supplemental Eligibility Questionnaire.
- Completed Eligibility Questionnaire (attached to the announcement or can be obtained from the park office)
- DD-214 if claiming points Veteran's Preference; if claiming 10 points Veteran's Preference, also include the SF-15 and verification documents described on the back of the SF-15.
- Although not required you are encouraged to submit the attached "Applicant Background Survey" (DI-1935) with your application. Please ensure that it is the last page of your application package, as it is removed from your application before it is forwarded to the selecting official.

It is the applicant's responsibility to provide documentation/proof of veterans preference, qualifications, and education. Applicants will not be solicited for further data if that provided is found to be inadequate, illegible, or incomplete.

Application materials will not be returned, therefore do not submit original documents that you may need in the future, or extra materials such as letters of recommendation, photographs, or award certificates.

We do not accept faxed or electronic resumes or applications, or applications mailed in postage paid government envelopes or through an internal government mail system.

If you make a false statement in any part of your application you may not be hired or you may be fired after you begin work; or you may be subject to fines, imprisonment or other disciplinary action.

Reasonable Accommodations: The agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the park office listed on this announcement. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.

Privacy Act Information The application you submit for this position contains information subject to the privacy act of 1974 (PL-93-579, 4 USC 552a). We are required to provide you with information regarding our authority and purpose for collecting this data, the routine uses which will be made of it and the effects, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number. Any questions you may have regarding the Privacy Act regulations and the rights it extends can be answered by contacting the park office.

Equal Employment Opportunity Appointments are made without regard to race, color, age, sex, sexual orientation, religion, political affiliation, national origin, marital status, non-disqualifying handicap condition or any non-merit factor.

ALASKA LOCAL HIRE APPLICANT ELIGIBILITY QUESTIONNAIRE
Laborer, WG-3502-03
KATM-15-08

Applicant Name: _____

This eligibility questionnaire **must** be submitted with your application package. Please answer the following questions.

LOCAL KNOWLEDGE AND EXPERIENCE

1. How long have you lived or worked in the vicinity of *Katmai National Park and Preserve*?
 - a. Less than one (1) year
 - b. More than (1) year
 - c. I have not lived or worked in the vicinity

2. List your physical address(es) while living in the vicinity of *Katmai National Park and Preserve*, and approximately when you lived there (month & year, for example Oct 2001 to September 2005) :

3. Do you have knowledge, by virtue of living in this area, of one or more of the items listed below (circle all that apply)?
 - a. Community history such as: specific dates, important events, seasonal observations, customs, etc.
 - b. Geographic features and/or unique land markers such as: mountain or river locations, types of landscapes, or other geographic information.
 - c. Wildlife (including identification of): mammals, birds, big game, fish, or other animals specific to the area.
 - d. General knowledge of safety precautions, weather conditions, recreation options, and important information knowledgeable to the local community.
 - e. Supplies and logistics needed for field camping including area-specific needs or that incorporate challenges or safety aspects specific to the area.
 - f. Other unique information not listed above that show familiarity with the full range of typical conditions that affect the work to be accomplished. Describe here (use additional paper if needed):

- g. I do not have knowledge or experience as listed above.

Applicant Certification:

I certify that the statements made on this application are true, correct and complete to the best of my knowledge.

Applicant signature

Date

Supplemental Experience Questionnaire

Laborer, WG-3502-03

For each of the following, circle the letter (A, B, C, or D) which best describes your level of skill. Skill levels are defined as:

- A. I have had little or no on-the-job experience.
- B. I am able to do simple jobs without assistance and routine jobs with assistance.
- C. I am able to do routine jobs on my own initiative without supervision or special advice.
- D. I have extensive knowledge and experiences for difficult jobs and I am able to give technical instructions to other workers.

Procedure:

Bend conduit	A	B	C	D
Rough framing, wood studs	A	B	C	D
Roof repair	A	B	C	D
Replace window screen in doors and windows	A	B	C	D
Prep surfaces for painting	A	B	C	D
Repair broken furniture	A	B	C	D
Set concrete forms	A	B	C	D
Mix concrete	A	B	C	D
Finish concrete	A	B	C	D

Tools:

Drill motor (hand held)	A	B	C	D
All Saws	A	B	C	D
Hammer Drill	A	B	C	D
Grinders	A	B	C	D
Drill press	A	B	C	D
Chainsaws	A	B	C	D
Conduit benders	A	B	C	D
Wire cutters/strippers	A	B	C	D
Volt/ohm meters	A	B	C	D
Insulated screwdrivers	A	B	C	D
Assorted hand held tools (wrenches, hammers, pliers)	A	B	C	D
Propane torch	A	B	C	D
Taps/dies	A	B	C	D
Fish tape	A	B	C	D
Drop lights	A	B	C	D
Airless paint sprayer	A	B	C	D
Routers	A	B	C	D
Hammers	A	B	C	D
Power nailers	A	B	C	D
Pipe wrenches	A	B	C	D
Socket wrenches	A	B	C	D
Metal grinder	A	B	C	D
Flaring tool	A	B	C	D

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GENERAL INSTRUCTIONS: The information from this survey is used to help ensure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Read each item thoroughly before completing the appropriate code number in the blank.

VACANCY ANNOUNCEMENT NUMBER KATM-15-08	TODAY'S DATE: (MM/DD/YY)
POSITION TITLE Laborer	SERIES/GRADE WG-3502-03
1.NAME: (Last, First, MI)	
4. How did you learn about the position or exam you are applying for? Please circle your choice(s).	
01 Private Information Service 02 Magazine 03 Newspaper 04 Radio 05 Television 06 Poster 07 Private Employment Agency 08 State Employment Office	09 Agency Personnel Office 10 Federal Government recruitment at school/college 11 Federal/State/local job information 12 Religious Organization 13 School/college counselor or official 14 Friend/Relative working in agency 15 Friend/Relative not working in agency 16 Other(specify)_____
5. Please categorize yourself in terms of race and sex using the definitions below. Indicate in space number 6 the RACE/ETHNIC CODE which indicates the group you identify yourself. Check the appropriate space in number 7 to show your sex.	
A - American Indian or Alaskan Native B - Asian or Pacific Islander C - Black, not of Hispanic Origin D - Hispanic E - White, not of Hispanic Origin	6. RACE/ETHNIC CODE: _____ 7. Check to indicate your sex. Female: _____ Male: _____
8. Do you have any disabilities? Yes No	
PRIVACY ACT INFORMATION This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information. <u>AUTHORITY:</u> Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code. <u>PURPOSE AND ROUTINE USES:</u> The information from this survey is used for research and for a Federal Equal Opportunity recruitment program to help ensure that agency personnel practices meet the requirements of Federal law. <u>EFFECT OF NONDISCLOSURE:</u> Providing this information is voluntary. No individual personnel selections are made based on this information. <u>INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7 (b):</u> Solicitation of Social Security Number by the Office of Personnel Management is authorized under provisions of Executive Order 9397, dated November 22, 1943, and is used to relate this form with other records that you file with Federal agencies.	